

The Town of Saratoga

In collaboration with

Historic Hudson – Hoosick Rivers Partnership
and
Lakes to Locks Passage

Request for Proposals for Professional Services

Responses must be received no later than
December 1, 2014

Table of Contents

Section	Description	Page Number
Section I:	Introduction.....	3
Section II:	Project Sponsors.....	3
Section III:	Project Description.....	5
Section IV:	Scope of Services.....	5
Section V:	Form of Proposal.....	6
Section VI:	Review & Selection Process / Evaluation Criteria.....	6
Section VII:	Schedule.....	7
Section VIII:	Detailed Requirements / Specifications.....	7
Section IX:	Submission Requirements.....	8
Section X:	Additional Requirements.....	9
Section XI:	List of Attachments.....	10
Addendum A:	Cost Worksheet.....	11
Addendum B:	Non-Collusive Bidding Certification.....	12
Addendum C:	Affirmation / Procurement Lobbying.....	14

I. Introduction

The *Town of Saratoga* (the Town) in collaboration with the *Historic Hudson-Hoosic Rivers Partnership* (the Partnership) is seeking proposals for professional design and construction management services in connection with the design and construction of a multifaceted visitor center to promote tourism opportunities in the region. The Town, on behalf of this collaboration, is soliciting proposals from qualified individuals, team, or firm to prepare designs, specifications, and cost estimates sufficient to solicit bids for construction of the various elements and – secondarily – a proposal to manage the award of resulting contracts and the required supervision of the administrative elements of same upon implementation. This project will be located in the Village of Schuylerville, in the town of Saratoga in Saratoga County, New York.

II. Project Sponsors

The Town of Saratoga: The Town is host to this project and owner of the property on which the project will take place. The Town is a member of the Partnership and Town offices serve as the meeting place for the monthly gathering of its members. The Chief Executive Officer of the Town is Thomas N. Wood, Supervisor. Town offices are located at 14 Spring Street, Schuylerville, NY 12871

Lakes to Locks Passage: Lakes to Locks Passage was established in 2002 by the New York State Legislature as a New York State Byway, and in the same year received the Federal Highway Administration’s premiere designation as an All-American Road. Through their program to establish regional gateway visitor centers funding has been secured from the National Scenic Byway Program to design and fabricate visitor center exhibits (not included in this scope of work).

Historic Hudson-Hoosic Rivers Partnership: In recent years, municipalities and non-profit organizations along the Upper Hudson River have independently initiated local projects that foster the areas rich natural and cultural heritage, as well as provide for sustainable economic growth. The *Historic Saratoga-Washington on the Hudson Partnership* was established through an act of legislation in 2006 initiated by Assembly members Roy McDonald and Steven Englebright to comprehensively support the local efforts through an innovative and voluntary framework of public and private groups, including local and state government. Municipalities may opt into the partnership at any time through a local resolution. In 2012, legislation passed that expanded the Partnership and changed its name to the Historic Hudson-Hoosic Rivers Partnership. The Partnership’s mission is to preserve, enhance and develop the historic, agricultural, scenic, natural and recreational resources and the significant waterways within the Partnership region. Through the tradition of municipal home rule, the Partnership will foster collaborative projects with pertinent non-profit and governmental entities with an emphasis on both agricultural and open space protection, economic and tourism development, and the protection and interpretation of our natural and cultural heritage. The Chairman of the Partnership is Thomas Richardson, Supervisor, The City of Mechanicville, Mechanicville, NY. Membership in the *Historic Hudson-Hoosic Rivers Partnership* includes the following:

Supervisors and Mayors

Supervisor of the Town of Saratoga
Supervisor of the Town of Fort Edward
Supervisor of the Town of Greenwich
Supervisor of the Town of Easton
Supervisor of the Town of Stillwater
Supervisor of the Town of Waterford
Supervisor of the Town of Northumberland
Supervisor of the Town of Halfmoon
Supervisor of the City of Mechanicville
Supervisor of the Town of White Creek
Supervisor of the Town of Cambridge
Supervisor of the Town of Moreau
Supervisor of the Town of Schaghticoke
Supervisor of the Town of Pittstown
Supervisor of the Town of Hoosick
Supervisor of the Town of Kingsbury
Supervisor of the Town of Corinth
Mayor of the City of Mechanicville
Mayor of the Village of Schuylerville
Mayor of the Village of Victory
Mayor of the Village of Stillwater
Mayor of the Village of Fort Edward
Mayor of the Village of Greenwich
Mayor of the Village of Waterford
Mayor of the Village of South Glens Falls
Mayor of the Village of Cambridge
Mayor of the Village of Hudson Falls
Mayor of the Village of Valley Falls
Mayor of the Village of Schaghticoke
Mayor of the Village of Corinth
Mayor of the Village of Hoosick Falls

State Representatives

Appointments*

Two Appointees by the Governor
Two Appointees by the President of the Senate
Two Appointees by the Speaker of the Assembly

Ex-Officio (Non-Voting)

Commissioner of Dept of Environmental Conservation
Commissioner of Agriculture and Markets
Commissioner of Parks, Recreation, and Historical
Preservation

The Town, LTLP and the Partnership have mission-compatible interests and purposes and have decided to work collaboratively on this project. While the Town of Saratoga is requesting these proposals, it is doing so on behalf of the Partnership. All contracts will be executed between the Partnership and the successful bidder(s). The funds for all contracts are to be held in trust by the Town, with payments being disbursed by the Town to successful bidder(s) in accord with all appropriate guidelines mandated for the use of such funds.

Project Sponsor references are available upon request.

III. Project Description

THE SUBJECT PROPERTY is located at 30 Ferry Street in the Village of Schuylerville. It consists of approximately 2 acres on the North side of NYS Route 29 East, bordered on the West by Fort Hardy Park. The plot once housed the Town Hall of the Town of Saratoga. The existing structure was demolished. The property will be leased to the Partnership by the Town for a period of ninety nine years.

(SEE ATTACHED LITERATURE REVIEW, including ENVIRONMENTAL ASSESSMENT, 1B ARCHAEOLOGICAL SURVEY, etc. – in appendices)

PROJECT BACKGROUND

The Historic Hudson Hoosic Rivers Partnership (Partnership) has approved the construction of a visitor center which will showcase the natural, cultural, and historic attractions in the area. The visitor center will be a multi-story building with exhibit and group meeting/demonstration areas. The building will be designed to be built in a phased manner with the main section of the building constructed first and in such a way as to allow for the addition of two wings in the future. The scope of this contract will include all water, electrical, and mechanical systems, both inside the building and connections to local utilities for the main section of the building. The site will be designed for future expansion and will include a landscaped area around the building and sufficient parking, which is not in the scope of this contract. The bulk of parking for the site is anticipated to be accommodated by an adjacent surface lot open to the public at Fort Hardy Park.

This project is unique in its complexity with a phased construction schedule and the incorporation of the Timber Framers Guild (TFG) in the design and construction process. The TFG will review structural drawings and provide input on design reviews. The TFG will also provide shop drawings of the structural members and their connections. During construction the TFG will oversee the erection of the framing members by a large community volunteer work force. These details, provided in attachments, shall be included in scheduling and cost estimates.

(SEE ATTACHED CONCEPTUAL SKETCHES – in appendices)

IV. Scope of Services

PHASE ONE: Work with the TFG to complete an approved schematic design, final design, construction drawings, construction estimate, construction schedule, and specifications for the Schuylerville Visitor Center. Work elements will include all professional services, and supporting material necessary to provide a complete and ready for construction design; conforming to provided conceptual design. Provide schematic drawings, construction drawings, timetable, technical specifications and a Class A estimate.

PHASE TWO: *NOTE: PHASE TWO IS A TOWN OPTION. PROPOSALS WILL BE EVALUATED BASED ON THE COMPLETE PROPOSAL, INCLUDING PHASES ONE AND TWO, HOWEVER, UPON AWARD AND SUCCESSFUL COMPLETION OF PHASE ONE, THE*

SUCCESSFUL BIDDER WILL BE NOTIFIED WHETHER OR NOT THE TOWN CHOOSES TO EXECUTE THE PHASE TWO OPTION. IF THE TOWN EXECUTES THIS OPTION, THE WINNING BIDDER, AND NO OTHER BIDDER UNDER THIS RFP, WILL BE RETAINED FOR PHASE TWO.

Assist the partnership in selecting a construction firm; receive and answer design verification requests from potential bidders, and evaluate individual bid packages from contractors for the various elements of the project. – AND – Provide project management and inspection services during the execution of the successful contracts; responding to the requests for payment from successful bidders as to accuracy and fidelity to the contract requirements making recommendations to the owner's representative for payment.

NOTE: ALL CONTRACTS SHALL MEET MBWE REQUIREMENTS AND ALL OTHER CRITERIA REQUIRED FOR PROJECTS UTILIZING PUBLIC FUNDS IN THE STATE OF NEW YORK

V. Form of Proposal

A working group of Partnership members familiar with the issues of this project and the Timber Frame Guild will be assembled to provide input to the Architectural and Engineering (A&E) submittals while in preparation if requested. Such meetings will be open to the public and notice of same made available to all those who have given notice that they are preparing proposals.

Respondents must provide a brief description of the firm, emphasizing areas of expertise or focus of practice. Please include a list of recent relevant projects. Proposals must identify all members of the proposed project team, including sub-consultants, and should include a resume for each person with primary work responsibility. Please identify each member's participation in past projects with the firm, or under separate employment, that specifically qualifies him/her for this project

Proposals must include a minimum of three client references for similar, recent projects. Please briefly describe each project, including overall project budget and specific services performed. Provide the name, land address and telephone number of a client representative for each project.

VI. Review and Selection Process / Evaluation Criteria

Proposals received in response to this Request will be reviewed within 2 weeks of the submission date below. The review will be conducted by a 5 member panel consisting of the Supervisor of the Town of Saratoga (or designee), The Commissioner of the NYS Office of Parks and Recreation (or designee), the Chairman of the Partnership (or designee), the Commissioner of LTLP (or designee), and the Superintendent of the Saratoga National Historical Park (or designee).

Proposals, submitted pursuant to this RFP, will be evaluated on the following criteria:

- 1. Previous relevant experience (20%)**
 - (a) Experience with successful architectural projects, particularly in providing visitor services.
 - (b) Experience with similar initiatives and public agencies.
 - (c) Experience integrating significant volunteer contributions and input into design and construction management projects
 - (d) Number, complexity, and nature of projects handled by Respondent.
 - (e) Respondent shall have not less than 3 years of experience in having performed similar services for which it is engaged as a consultant.
 - (f) Experience with similar or other relevant projects, services and/or activities in the vicinity of the Project or in the community surrounding the Project. Familiarity with Project and surrounding community.
- 2. Qualifications of project team (15%)**
 - (a) Proposed staff ability and record of achievement.
 - (b) Availability of staff of Respondent to take on services, particularly the consistent availability of senior principals. Respondent is to plan and allot the time necessary to complete all services in a timely and efficient manner.
 - (c) Previous successful collaborations between Respondent team members with public agencies and community stakeholders with respect to volunteer efforts and visitor services.
- 3. Responsiveness of proposal to RFP (10%)**
 - (a) Approach described in the RFP response demonstrates a full comprehension of the anticipated Scope of Services and the ability to consistently provide such Services to the Project Sponsors at a high performance level.
 - (b) Quality and thoroughness of the written proposal.
- 4. References (10%)**
- 5. Ability to meet schedule (15%)**
- 6. Cost (30%)**
 Cost score will be allocated according to a standardized formula such that:

$$\text{COST SCORE} = \text{MAXIMUM POINTS} (\text{LOW BID} / \text{RESPONDENT'S BID}),$$

Selection of the Contractor will be on a non-discriminatory basis without regard to race, color, national origin, gender, sexual orientation, or age.

Deliberations of selection panel will take place in executive session. Selection will be made by majority vote of the selection panel. Each member of the selection panel shall vote for the proposal that scores highest under their individual review, according to the above criteria. The vote for each proposal shall be made public at the time of the award of the winning bid. A single contract award shall be made.

VII. Anticipated Schedule

- | | |
|---|------------------|
| ▪ Pre-Bid Conference / Site Visit: | 11/6/2014 |
| ▪ Deadline for Submission of Proposals: | 12/1/2014 |
| ▪ Candidates selected for interview: | 12/5/2014 |
| ▪ Interviews completed: | 12/8/2014 |
| ▪ Consultant selected: | 12/9/2014 |

- Initial meeting. The working group will meet prior to **12/16/2014** to review previously identified required program needs and identify any beyond those established the schematic design process and furnish comments to the A&E.
- 50% completion: **2/15/2015**. Submit 4 copies of draft drawings, specifications, and preliminary estimate. Minimum information submitted will be measured layout drawings and utilities concepts, and proposed finish materials. This will be the last opportunity to alter the floor plan. The Contracting Officer's Technical Representative (COTR) or his designate will forward the comments and subsequently meet with the A&E and the working group (not to exceed 2 hrs.) prior to **2/22/2015**.
- 90% completion: **3/30/2015**. The Partnership group will review and return with written comments by **4/8/2015**. The Timber Frame Guild will receive a copy of the drawings to use in developing shop drawings for all timber frame members and connections. The shop drawings will be returned by **4/15/2015** and shall be incorporated in the construction drawings. The COTR will subsequently meet with the A&E at a location of his choice (not to exceed 2 hrs.) within 5 working days.
- Submit electronically for final editing 99 % products for final editing by **5/1/2015**. Submit PDFs of completed drawings, specifications in individual Microsoft Word files and preliminary estimate. No formal meeting with the A&E will be held. Editing will be completed by **5/10/2015**.

VIII. Detailed Requirements / Specifications

The following information shall be included in submitted proposals:

A brief description of the firm, team, or individual which includes their history, size, and philosophy on historic architectural design and timber framing.

A list of relevant projects performed by the firm, team or individual in the last five years, including a short narrative describing the project(s).

References from three clients with which you have worked on similar relevant projects in the past.

A list of all team members with their qualifications. This includes a list of all sub-consultants and their principle team members and qualifications.

Provide a detailed description of how the firm, team or individual intends to meet the goals and deliverables as set forth in the scope of services herein and the means and methods to be used in meeting such goals.

The following minimum professional qualifications are required:

All designs, drawings, plans and specifications must be stamped by a NYS licensed and registered architect.

To facilitate the comparison of proposals for the financial component of the overall scoring, fees and expenses must be presented on the enclosed Cost Worksheet (attached Addendum A) and sealed separately for subsequent review. Proposals that do not include a fully completed Cost Worksheet or that alter the form, may be disqualified.

Proposals shall remain in effect for a minimum of 90 days following the proposal due date.

The Town reserves the right to:

- reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.
- request clarification of bid details following submission of bids.
- withdraw this Request for Proposals without awarding a contract.

IX. Submission Requirements

Proposals should be sent to:
Thomas N. Wood, Supervisor
Town of Saratoga

Mailing Address (USPS) (FedEx and UPS) and Physical Address

12 Spring Street, Schuylerville, NY 12871

All questions concerning this solicitation must be sent to Thomas N. Wood,
Supervisor, Town of Saratoga: twood71098@aol.com

Proposals (three copies) must be in a sealed envelope marked: "Schuylerville Visitor Center" and received no later than December 1, 2014 at 3:00 p.m.

For evaluation purposes, each proposal must be submitted in two (2) parts. The first part is the technical submission and includes the requirements as detailed herein. A total of three (3) copies of the technical proposal must be submitted.

*The second part should contain the Cost Worksheet (SEE ATTACHED Addendum A) referenced. Each part must be completed and **sealed separately** to ensure that the evaluation of both parts can be accomplished independently. Only one (1) copy of the financial proposal needs to be submitted.*

X. Additional Requirements

- A. Non-Collusive Bidding: All bids must be accompanied by the attached Non-Collusive Bidding Certification (Addendum B, Attached).

- B. Procurement Lobbying Law: All bids must be accompanied by the attached Affirmation of Understanding and Agreement (Addendum C, attached)
- C. M/WBE Participation: All responses must include a statement to actively and affirmatively utilize subcontractors from qualified NYS Certified Minority and Woman Owned Business Enterprises.
- D. Equal Employment Opportunity Policy (EEO): All responses must include a statement that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force if awarded all or part of this contract.
- E. Prevailing Wage: Contractor shall comply with all applicable prevailing wage requirements in accordance with Article 8 (Construction) of the NYS Department of Labor.
- F. Insurance: Contractor shall maintain and provide the following insurance: Commercial General Liability insurance of \$1 million per occurrence and \$2 million in the aggregate; Commercial Automobile Liability with a limit of \$1 million for both bodily injury and property damage; Excess/Umbrella Liability of \$5 million; Errors and Omission insurance as necessary with a limit of \$1 million and evidence of Workers Compensation/Employers' Liability insurance providing statutory NYS coverage. Policies must add the Town of Saratoga, State of New York, and Historic Hudson-Hoosic Rivers Partnership as additionally insured.

XI. List of Attachments

APPENDICES (Information for Potential Bidders)

- Conceptual Design materials, including drawings and description of programmatic goals
- Shop drawings of main timber framing system and all systems
- Site drawings of existing municipal utilities
- “Geotechnical Evaluation for Saratoga Town Hall Building” Dente Engineering
- Archeological assessment
- Environmental assessment
- Survey
- Donated labor and material plan for timber frame (cutting cost, milling, transport, etc – from TFG and county)
- Sample MOA by and between the Timber Framers’ Guild

All other referenced materials should be available on-line at the links provided.

ADDENDA (Forms Required with Submittal)

- Addendum A - Cost Worksheet
- Addendum B - Non-Collusive Bidding Certification
- Addendum C - Procurement Lobbying Law, Affirmation of Understanding and Agreement

All other required responses are in a format determined by the bidder

Addendum A

Cost Worksheet

Consulting Elements Professional Service	Title or Service	Hourly Rate	Number of Hours	Total
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Non-professional Service

Costs- Other Goods & Services

Travel & Other Expenses

Grand Total Expenses & Costs

Note To Bidder:

Is this cost worksheet completed strictly in accordance with the specifications as noted herein?

_____ Yes _____ No

If "No" attach a letter explaining in detail the deviation.

Sign the Bid:

By signing this bid you indicate your express authority to sign on behalf of yourself, your company or other entity and fully acknowledge acceptance of this Bid Proposal.

Signature _____

Company/Firm Name _____

Date _____

Addendum B

Non-Collusive Bidding Certification

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All Bidders must sign the Non-Collusive Bidding Certification:

Non-Collusive Bidding Certification Required by Section 2878 of the Public Authorities Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

[3] No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]

Subscribed to under penalty of perjury under the laws of the State of New York, this _____ day of _____, 20__ as the act and deed of said corporation of partnership:

IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:

NAMES OF PARTNERS OR PRINCIPALS LEGAL RESIDENCE

Addendum C

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All bidders must sign the following certification:

AFFIRMATION OF UNDERSTANDING AND AGREEMENT

[Pursuant to State Finance Law (SFL) §139-j (3) and §139-j (6) (b) and Procurement and Contract Guidelines ("Guidelines")

The proposer affirms that it understands and agrees to comply with the procedures of the state relative to permissible Lobbying Contacts as required by SFL §139-j (3) and §139-j (6) (b).

By: _____ Date: _____
Signature of Authorized Individual the Proposer

Name:

Name of Authorized Individual for Proposer (please print name)

Title:

Title of Authorized Individual for Proposer (please print)

Contractor or Vendor Name: _____

Contractor or Vendor Address: _____

